

REPORT TO: POLICY AND RESOURCES COMMITTEE - 27 FEBRUARY 2012

REPORT ON: CHIEF EXECUTIVE'S DEPARTMENT - REVIEW OF ORGANISATIONAL STRUCTURE

REPORT BY: CHIEF EXECUTIVE

REPORT NO: 94-2012

1. PURPOSE OF REPORT

- 1.1 This report establishes the organisational structure of the Chief Executive's Department following a review by the Chief Executive and the Head of Personnel.

2. RECOMMENDATIONS

- 2.1 It is recommended that the Committee approves the organisational structure outlined in Appendix 1 of this report.
- 2.2 It is recommended that the conversion of 3 temporary posts to permanent posts and the regradings referred to in Paragraph 5 of this report are approved and implemented with effect from 1st April 2012.

3. FINANCIAL IMPLICATIONS

- 3.1 The adoption of the recommendations in this report will result in initial net costs estimated to be £18,200 for the financial year 2012/13 and each year thereafter, and these are significantly less than the annual saving of £108,000 resulting from the deletion of the Assistant Chief Executive post. The total additional cost of £18,200 can be contained within the Chief Executives Department 2012/13 Revenue Budget.

4. BACKGROUND

- 4.1 The City Council reviewed its organisational structure in a report which was initially agreed by the Changing for the Future Board and was subsequently approved by the Policy and Resources Committee on 28 March 2011.
- 4.2 The newly created Chief Executive's Department requires an organisational structure which incorporates six significant changes:
- the voluntary early retirement of the Assistant Chief Executive post
 - the incorporation of the former Corporate Planning Department
 - the creation of a new Communities and Policy Division within the Chief Executive's Department. This follows the transfer of the Community Learning and Development Services as a result of the creation of Leisure and Culture Dundee. The Director of Leisure and Communities will continue to manage this Division within the Council's new organisational structure
 - the transfer of the Integrated Children's Services Team to the Social Work Department
 - the transfer of the Information and Research Team from the City Development Department to the Corporate Division of the Chief Executive's Department

- the consolidation of the Corporate Improvement Team within the Chief Executive Department, and conversion of the Corporate Improvement Manager and Assistant Corporate Improvement Manager post from secondments to permanent positions.
- the transfer of the Public Relations Section from the Support Services Department to the Chief Executive Department
- the transfer of the Members' Support Unit from the Support Services Department to the Chief Executive Department

4.3 As a result the new Chief Executive's Department will have three Divisions; the Corporate Division, Community and Policy Division and the Public Relations Division, and will include a management team consisting of the senior managers from three Divisions.

4.4 Each Divisional structure has been reviewed and the implications identified in 4.2 above have been addressed and the proposals are as follows. The responsibilities of divisions are set out in Appendix 1.

5 STAFFING CHANGES

5.1 The retirement of the Assistant Chief Executive on 30th June 2011 has meant that the three senior officers within the previous Corporate Planning Division and the Corporate Improvement Team have taken on a higher level of duties, and these additional duties will continue on a permanent basis. The following regradings are proposed to reflect these additional duties:

Community Planning Manager	from CO 17 (£51,168) to CO21 (£56,436)
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Corporate Improvement Manager	from CO 23 (£59,229) to CO 25 (£62,049)
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Performance & Improvement Manager	from CO 19 (£53,664) to CO 21 (£56,436)
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Corporate Planning Officer	from Grade11 (£37,524) to Grade 13 (£41,035)
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5.2 The Corporate Improvement Team was established in June 2010 with the secondment of three staff into the posts of Corporate Improvement Manager, Assistant Corporate Improvement Manager and a Corporate Improvement Officer, and the consolidation into this team of the previous Organisational Development Section. It is proposed that the three posts referred to are made permanent and that all of the above regradings will be effective from the 1st April 2012.

6. **POLICY IMPLICATIONS**

- 6.1 This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Risk Management. There are no major issues.

7. **CONSULTATIONS**

- 7.1 The Chief Executive, Depute Chief Executive (Support Services), Director of Finance, Head of Personnel and the trade unions have been consulted in the preparation of this report.

8. **BACKGROUND PAPERS**

None.

David K Dorward
Chief Executive

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21/02/2012

Chief Executive's Department

